

RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 344 N. 7th Street, Sacramento, CA 95814.

| | | |
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| (1) DEPARTMENT, BOARD OR COMMISSION Forestry and Fire Protection | (2) AGENCY BILLING CODE 27121 | (3) PAGE 1 OF 3 PAGES |
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| (4) DIVISION/ BRANCH/ SECTION State Fire Marshal - State Fire Training | (5) ADDRESS 1131 "S" Street, Sacramento, CA 95814 |
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CHECK THE APPROPRIATE BOX

- (6) ☐ New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]
- (7) ☒ Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)
- (8) ☐ Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)

| | | | | |
|--|--------------------------------------|--------------------------------|----------------------------------|---|
| NEW SCHEDULE INFORMATION (If applicable) | (9) SCHEDULE NUMBER SFM-70-27121 | (10) SCHEDULE DATE 2/28/08 | (11) NUMBER OF PAGES 3 | (12) CUBIC FEET (Total Schedule) 287 |
| PREVIOUS SCHEDULE INFORMATION (If applicable) | (13) SCHEDULE NUMBER SFM-70-27121 | (14) APPROVAL NUMBER 96-072 | (15) APPROVAL DATE (S) 9/4/96 | (16) PAGE NUMBER(S) REVISED ALL |

(17) MISSION/FUNCTIONAL STATEMENT

To protect lives, property, and natural resources from fire and environmental degradation.

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

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|--|--|-----------------------------------|-----------------------------|
| (18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Christy Owen | (19) TITLE Staff Services Manager 1 | (20) PHONE NUMBER 916-327-2129 | (21) DATE SIGNED 2/29/08 |
|--|--|-----------------------------------|-----------------------------|

In accordance with Government Code 14752, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

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|--|---|--|-----------------------------------|----------------------------|
| (22) SIGNATURE - RECORDS MGMT. ANALYST Donna Kazman | (23) CLASSIFICATION Records Management Analyst | (24) NAME (Printed or Typed) Donna Kazman | (25) PHONE NUMBER 916 324-7087 | (26) DATE SIGNED 3/4/08 |
|--|---|--|-----------------------------------|----------------------------|

PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

| | | | |
|--|--------------------------------|------------------------------|----------------------------------|
| (27) SIGNATURE - CalRIM CONSULTANT Janet C. Smith | (28) APPROVAL NUMBER 08-078 | (29) DATE SIGNED 3/5/2008 | (30) EXPIRATION DATE 3/5/2013 |
|--|--------------------------------|------------------------------|----------------------------------|

PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☒ Contains no material subject to further review by the California State Archives
- (32) ☐ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

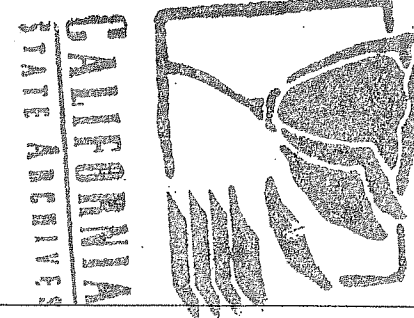
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

(34) DATE SIGNED

Sydney Bailey, Archivist

3/12/08

FOR ARCHIVES' STAMP



08-078

06-017

| ITEM # | CUBIC FEET * | CA. STATE ARCHIVES USE ONLY | TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) | MEDIA | VITAL | RETENTION | | | | PRA (Exempt) & IPA | REMARKS |
|--------|--------------|-----------------------------|---|-------|-------|-----------|-------|------|-----------|--------------------|---|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |
| 1. | 6 | | General Correspondence | P | | 4 | | | 4 | | This correspondence includes response to incoming requests or questions, interdepartmental response and instructions to staff members. |
| 2. | 80 | | Course Records | P | | Active | 1 | 3 | Active +4 | XI | These records are kept on classes completed. These records are to provide duplicates of course completion upon request of students. Retain 1 year in departmental storage then 3 years in State Records Center for total of 4 years. Confidential destruction by departmental policy and GC 6254. |
| 3. | 15 | | EMT Records | P | | Active | 1 | 3 | Active +4 | XI | These records are kept on classes completed. Departmental policy to maintain for 4 year window for reference. Retain 1 year in departmental storage then 3 years in State Records Center for total of 4 years. Confidential destruction GC 6254. |
| 4. | .001 | | Course Records Database | M | V | Active | | | Active | XI | Permanent Database listing all course completion information. Vital records protection. Original back up take kept in fireproof safe in off site location. |
| 5. | 170 | | Instructor Records | P | | Active | | | Active | | All instructor files are active until there has been 3 years with no activity. Then the files are considered inactive and kept in departmental storage for 1 year, if still inactive, records are kept in State Records Center permanently for reference. |
| 6. | 7.0 | | Student Records | P | | Active | | | Active | XI | Kept active until transferred to electronic storage. Confidential destruction GC 6254. |

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|--------|------------|-----------------------------|---|-------|-------|-----------|-------|------|------------|--------------------|---|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |
| 7. | 1.5 | | Invoices – cleared | P | | Active | 1 | 3 | Active +4 | | Active for current fiscal year. Retain 1 year in departmental storage then 3 years in State Records Center for total of 4 years or audit, whichever occurs first. |
| 8. | 1.0 | | Invoices – current | P | | Active | 1 | 3 | Active +4 | | Active for current fiscal year. Retain 1 year in departmental storage then 3 years in State Records Center for total of 4 years or audit, whichever occurs first. |
| 9. | 1.0 | | Calstars Reports | P | | Current | 2 | | Current +2 | | Retain for current fiscal and two years. Recycle. |
| 10. | 1.0 | | AFAS reports, vendor information, utility bills, MRT's, revolving fund | P | | Current | 2 | | Current +2 | | Retain for current fiscal and two years. Recycle. |
| 11. | .3 | | Travel Expense Claims | P | | Current | 2 | | Current +2 | | Retain for current fiscal and two years. Confidential destruction GC 6254. |
| 12. | .3 | | Std. 65's | P | | Current | 2 | | Current +2 | | Retain for current fiscal and two years. Recycle. |
| 13. | 4 | | Report of Collections | P | | Active | 1 | 3 | Active +4 | | Active for current fiscal year. Retain 1 year in departmental storage then 3 years in State Records Center for total of years or audit, whichever occurs first. |
| 14. | 1.0 | | Records Retention Schedule Approval Request and Records Retention Schedules (State Agency STD form 72 and 73) Program Record Copies | P | | Current | | | Current | | Retain as current until superseded. Although revision is required every five years from the date approved by DGS. RRS that are not revised remain in effect but are considered non-current. |

08-078

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|--------|------------|-----------------------------|---|-------|-------|-----------|-------|------|---------|--------------------|--|
| | | | | | | OFFICE | DEPT. | SRC | TOTAL | | |
| (37) | (38) | (39) | (40) | (41) | (42) | (43) | (44) | (45) | (46) | (47) | (48) |
| 15. | | | Std. 70 – Records Inventory Worksheet | P | | Current | | | Current | | Retain as current until next inventory. |
| 16. | | | Std. 71 – Records Transfer List | P | | Current | | | Current | | Retain as current until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later. |
| 17. | | | Std. 76 – State Records Center Reference Request | P | | Active | | | Active | | Retain as active until request for referral or withdrawal is completed. |
| 18. | | | Authorization for Records Destruction – CALFIRE 69 | P | | 4 | | | 4 | | Retain until records are destroyed. |
| | | | Total Cubic Feet: 287.10 | | | | | | | | |